

*Hammond*



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://cao.co.la.ca.us>

DAVID E. JANSSEN  
Chief Administrative Officer

March 7, 2005

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

To: Supervisor Gloria Molina, Chair  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

**DEBARMENT GUIDELINES**

On February 8, 2005, on the motion of Chairperson Molina and Supervisor Burke, your Board instructed this office in conjunction with the County Counsel, and in consultation with affected contracting departments, to report back with recommendations for a standardized set of debarment term guidelines based on a best practices approach.

We have convened a work group composed of representatives from County Counsel, Auditor-Controller, Internal Services Department, Department of Public Works, Office of Affirmative Action Compliance, and this Office. These departments will assist in developing recommendations to strengthen the County's debarment policy while maintaining a sense of fairness and due process. The initial meeting of the work group was held on March 2, 2005; participants discussed potential approaches to developing guidelines for determining length of recommended debarment terms based on, for example, the seriousness, number and frequency of violations and possible mitigating factors such as cooperation and corrective action. The group will also continue analyzing debarment programs in other jurisdictions to identify possible best practices we may wish to incorporate.

We anticipate that this process will take approximately two months to complete. Therefore, we expect to return to your Board with final recommendations by June 2005. If you have any questions, please let me know, or your staff may contact Vincent Amerson of this office at (213) 974-1168 or to [vamerson@cao.co.la.ca.us](mailto:vamerson@cao.co.la.ca.us).

DEJ:MKZ  
VLA:mdc

c: Raymond G. Fortner, Jr., County Counsel  
J. Tyler McCauley, Auditor-Controller  
Dave Lambertson, Director of Internal Services  
Donald L. Wolfe, Acting Director of Public Works  
Dennis A. Tafoya, Director, Office of Affirmative Action Compliance



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